



**Agency Records Disposition Schedule**

Department: Department of Public Safety

Section: Operations, Training and Exercise

Division: State Emergency Management Agency

Sub-Section:

**TITLE:** Exercise Files

**CUTOFF:**EOCY

**DESCRIPTION:** Documentation of training exercises for natural and man-made disasters performed by state and local agencies. Records include, but are not limited to, the type of exercise, number of participants, location of exercise, and after action reports.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19126

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Training Files

**CUTOFF:**EOCY

**DESCRIPTION:** Documentation of individual's training and education to meet certification requirements for the State Emergency Management Agency, including but not limited to certification for the Federal Emergency Management Agency's (FEMA) Professional Development Series, the Advanced Professional Development Series, HazMat Training, and Incident Command System (ICS) training. Files contain student applications, student rosters, course evaluations, agenda, instructor information and expense reports from the course.

**RETENTION:** Years: 50 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 19125

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010